



# Job Opportunity

## State Controller's Office

**Position:** Office Technician (Typing)

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** November 4, 2005

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Maria Martinez, (916) 327-9469

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

\* Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-540-1139-012  
Ref 1104.ADM 5

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With general direction provided by a Staff Services Manager I (Supervisor), the position performs a variety of difficult clerical duties and is expected to consistently exercise a high degree of initiative and independence in the application of detailed Administrative regulations and policies of the Division of Collections. Duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Provide general program information and assistance to all employees related to administrative policies;
- Prepare and retain Action Request Forms, organization charts, and duty statements;
- Monitor and maintain confidential personnel status files on division staff;
- Originate and design office forms, charts, and graphs relating to the production and/or operations which require knowledge such as content, design, and format of the material to be typed;
- Develop Administration Logs for data entry using personal computer software applications;
- Review documents for compliance with complex criteria where good judgement is required to assure conformance and/or to determine action to be taken, and evaluate adequacy of information provided;
- Prepare requests for certification lists and ensure certification lists are extended and current;
- Provide assistance to managers and supervisors regarding employee list status and determine candidate's eligibility for vacancies;
- Provide information on benefits to employees and maintain and distribute employee handbook to new employees;
- Prepare Job Opportunity Bulletins (JOB) for submission to the Equal Employment Opportunity Office and provide division staff with exam and JOB information;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Provide and monitor division personnel information on COIN and act as a point of contact for any questions regarding benefits, JOB's, and other related personnel information;
- Act as Attendance Liaison between divisional staff and the Human Resources Office;
- Collect and forward all Attendance Forms, including the 634, to the Human Resources Office;
- Responsible for the accuracy and timeliness of time records and payroll information for division;
- Reconcile the Standard 672 Attendance Report and provide training for staff members in program units regarding attendance issue;
- Reconcile monthly leave activity balance report and track IDPs, NOPAs, and Probation reports;
- Serves as back up support to the Division's Reception desk, answering telephone calls and directing callers to the appropriate party. Screens visitors and refers them to the appropriate staff person for assistance;
- Act as physical security liaison between the division and the Information Security Office, identify and maintain records of employees with access to various units in the Division of Collections.

***Applications will be screened and only the most qualified will be interviewed***

### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

#### **State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Maria Martinez

Reference Number 1104.ADM 5, 051-540-1139-012 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).